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## Job details

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**Supplemental** Applicants must complete and submit a mandatory Supplemental Questionnaire as an integral part of their application. The link to the Supplemental Questionnaire Form is located in the "Application and Filing Information" section below.

**Bulletin Number** 35286BR

**Type of Recruitment** Departmental Promotional Opportunity

**Department** Mental Health

**Position Title** INFORMATION TECHNOLOGY SPECIALIST I/IT ENTERPRISE ARCHITECTURE & STAND

**Additional Title** Information Technology Specialist I/IT Enterprise Architecture & Standards

**Exam Number** 22569D

**Filing Type** Open Continuous

**Filing Start Date** 05/01/2014

**Salary Type** Monthly

**Salary Minimum** 8352.55

**Salary Maximum** 10955.36

**Position/Program Information** Reports to the Department of Mental Health Chief Information Office Bureau, Technology Services Division Chief. Acts as a project manager or consultant in a technical and specialized field of information technology.

**Essential Job Functions** Leads the creation/evolution of the Information Technology Enterprise Architecture (ITEA), including the coordination of information, application and technical architectures.

Leads the identification and analysis of enterprise business drivers to derive information, application and technical architecture requirements.

Leads and facilitates the creation of governing

principles to guide information, application and technical decision making for the enterprise.

Identifies organizational requirements for the resources, structures and cultural changes necessary to support to the ITEA.

Oversees the evaluation and selection of hardware and software product standards, as well as the design of standard configurations.

Leads the development of an implementation plan for the ITEA based on business requirements and IT strategies.

Oversees the ITEA implementation and ongoing refinement activities.

Oversees the documentation of all architecture design and analysis work.

Leads the development and execution of a communication and education plan for the ITEA.

Promotes the ITEA process and achievement of strategic outcomes.

Directs and leads members of the "IT Enterprise Architecture and Standards Section".

Contributes to budgetary and business automation planning.

Coordinates Solutions Architecture:

- Acts as consultant to project teams acquiring or developing applications to fit systems to architecture, as well as to identify when it is necessary to modify the technical ITEA to accommodate project needs.

- Acts as consultant for infrastructure development projects to fit infrastructure to architecture, as well as to identify when it is necessary to modify the ITEA to accommodate project needs.

-Reviews the plans/work of consultants and vendors to ensure that contract work is compatible with enterprise architecture.

Analyzes technology industry and market trends and determines their potential impact on the enterprise.

**Requirements****Selection Requirements:**

Two (2) years of full time, paid experience, within the last three (3) years at the level of Los Angeles County's class of Principal Information Systems Analyst\*\* (PISA), Principal Application Developer\*\*\* (PAD), Principal Network Systems Administrator\*\*\*\* (PNSA), Principle Operating Systems Analyst\*\*\*\*\* (POSA) or DataBase Administrator\*\*\*\*\* (DBA) with progressive responsibilities for the creation and evolution of the overall IT enterprise architecture in a centralized information technology organization\*\*\*\*\*.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable  
Qualifications**

A Bachelor's degree or higher in Computer Science, Information Systems or closely related field from an accredited\* college or university.

Experience working with health care related information systems.

Knowledge of data privacy and security requirements surrounding Health/Mental Health Care (HIPAA).

Experience working in multiple IT architecture areas (information, application, and/or technical).

Enterprise Architecture related certifications and/or Enterprise Architecture related professional organization memberships.

Experience in an architecture related supervisory role\*\*\*\*\*.

**Special  
Requirement  
Information**

In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited\* institution which shows the area of specialization; or official certificates with your application within 15 calendar days of filing. NOTE: If credit is given to course work, transcripts must indicate completion of required course work.

\*\*Experience at the level of Principal Information Systems Analyst (PISA) in the County of Los Angeles is defined as performs highly specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development.

\*\*\*Experience at the level of Principal Application Developer (PAD) in the County of Los Angeles is defined as performs highly specialized and complex information systems analysis and programming tasks and acts as technical expert for development or maintenance of one or more major systems.

\*\*\*\*Experience at the level of Principal Network Systems Administrator (PNSA) in the County of Los Angeles is defined as performs a wide-

range of network-related duties, including the design, implementation, and maintenance of complex networks.

\*\*\*\*Experience at the level of Principal Operating Systems Analyst (POSA) in the County of Los Angeles is defined as provides technical leadership or supervision of work involving complex operating systems and associated software, hardware and servers, including midrange or mainframes hosting critical applications in a high-availability environment.

\*\*\*\*\*Experience at the level of DataBase Administrator (DBA) in the County of Los Angeles is defined as performs a full range of activities required to support databases running on enterprise-level database management systems (DBMS) software.

\*\*\*\*\*Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the chief Information Technology official(or, at Sheriff Department, the coordinated executive command structure) for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.

\*\*\*\*\*An architecture related supervisory role could include responsibility for information, application and/or infrastructure design. This is in contrast, e.g. to a supervisory role in desktop support.

Withhold Information: Permanent employees

who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Accreditation Information**

**Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination Content**

This examination will consist of a Rating from Record weighted 50% and an Appraisal of Promotability weighted 50%. The Rating from Record will evaluate education, experience, and training based on application information and Supplemental Questionnaire form.

The Appraisal of Promotability is designed to measure technical knowledge and skills, verbal and written communication skills, interpersonal and public relations, analytical and problem solving ability, and leadership skills.

**Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.**

**Special Information**

While the positions in the Chief Information Office Bureau normally work during regular County daytime business hours, appointees may be required to work any shift, including evenings, nights, holidays or weekends.

**Vacancy Information**

The eligible register resulting from this examination will be used to fill a vacancy in the Department of Mental Health, Chief Information Office Bureau, Technology Services Division.

**Eligibility**

The names of candidates receiving a passing grade

**Information** in this examination will be placed on the eligible register in the order of their score group for a period of six (6) months following the date of promulgation. No person may compete for this examination more than once every six months.

**Available Shift** Any

**Job Opportunity Information** **Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.**

**OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION; HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE CONSIDERED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION OR RESCISSION, IF APPOINTED.**

**Application and Filing Information**

**ONLINE FILING ONLY**

Applicants are required to complete and submit an online Los Angeles County Employment Application and Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will **not** be accepted in lieu of completing the online application.

**This examination will remain open until the needs of the service are met and is subject to closure without prior notice.**

**INSTRUCTIONS FOR FILING ONLINE:**

To apply online, CLICK on the tab above or below this bulletin which say, **Apply to Job.**

**Completion and submission of the Supplemental Questionnaire is required for evaluation within 15 calendar days or by the last day of filing.**

**Click on the link below to access the Supplemental Questionnaire:**

[http://file.lacounty.gov/dhr/ehr/cms1\\_212721.doc](http://file.lacounty.gov/dhr/ehr/cms1_212721.doc)

Candidates must provide copies of all required documents at the time of filing or within 15 calendar days from the application filing date. Clear and legible copies of the required documents (e.g. **Supplemental Questionnaire**, Diploma, Official Transcripts, Certificates, etc. **MUST BE** uploaded as attachments during application submission -OR- sent by email to [cyeung@dmh.lacounty.gov](mailto:cyeung@dmh.lacounty.gov) within 15 calendar days from date of application submission. Please include examination number and examination title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. To receive credit, your online application must show complete license, education and work experience information. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. List



separately each job experience to be evaluated.

Applications may be rejected at any stage during the selection process. Applications with missing information required for evaluation will not be accepted.

All information supplied by applicants is subject to verification.

**County of Los  
Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair

Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Celia Yeung
<b>Department Contact Phone</b>	213-637-4596
<b>Department Contact Email</b>	cyeung@dmh.lacounty.gov
<b>ADA Coordinator Phone</b>	213-738-2823
<b>Teletype Phone</b>	800-735-2922
<b>California Relay Services Phone</b>	800-735-2922
<b>Job Field</b>	Information Technology
<b>Job Type</b>	Professional

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